

DUTY STATEMENT

Employee Name:

Classification: Nurse Consultant I	Position Number: 580-810-8197-XXX
Working Title: Nurse Consultant	Work Location: 1615 Capitol Ave, Sacramento, Ca 95814
Collective Bargaining Unit: R17	Tenure/Time Base: Permanent/Full-time
Center/Office/Division: Center for Health Care Quality/Public Policy & Prevention Division	Branch/Section/Unit: Standards Interpretation Branch/Provider Technical Assistance Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by promoting quality of care and quality of life for residents, clients and patients in long-term health care facilities by assisting providers with questions to support compliance with all laws and regulations; responding to inquiries from licensed or certified healthcare providers to assist the facility in complying with all requirements for licensure and certification; and monitoring and analyzing data on facility performance and quality of care.

The incumbent works under the general direction of the Health Program Manager II.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance

- ☒ Travel: May have 10% travel
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: CA Registered Nurse License
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Confers with stakeholders upon request to provide technical assistance and guidance to improve quality of care and healthcare outcomes in facilities. Assists long-term care facilities in interpretation of State and Federal laws and regulations to improve compliance with licensure and certification requirements. Provides technical assistance and subject matter expertise in long-term care best practices. Attends meetings and conducts research and analysis of complaints and survey processes to identify process improvement needs. Researches and responds to inquiries regarding existing laws, regulations, policy and procedures. May consult or collaborate with CHCQ legal services, district offices representatives, department consultants, other department representatives, federal agencies, provider associations, representatives from the long-term care ombudsman office, licensees, and the public regarding interpretation of laws, regulations, and policy.
- 35% Conducts research through the internet, State Library, state agencies, federal agencies, or other sources to maintain awareness of industry best practices and share this information with facility operators, as appropriate. Works collaboratively with department field operations and identifies trends in non-compliance, or facilities that may need technical assistance to improve quality. Review data related to facility performance, health care access, equity, and specific populations to address challenges to implementing quality of care standards. Drafts and documents policies and procedures, develops templates and evaluates tools for documentation retention and distribution of best practices. Reviews, analyzes and tracks data on facility performance, industry best practices, and drivers of quality care for the development of a variety of statistical reports for evaluation.
- 20% May lead or facilitate meetings, workgroups, or other special projects. May collaborate with headquarters and field offices in the development of staff training. Participates in California Department of Public Health (CDPH) health equity workgroups and strategic planning, as needed. Provides technical assistance to the CDPH Office of Health Equity to support policies and procedures.
- 5% Participates in training, advisory and policy committees as directed. Attends federal and state training programs, in-services, and continuing education courses necessary to maintain program knowledge, professional licensure and technical skills and to support program implementation and improvement.

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:

Date

Employee's Name:

Date

Supervisor's Signature	Date	Employee's Signature	Date
HRB Use Only: Approved By: Jackie Moller	Date 11/3/2021		